



**International Centre for Research in Agroforestry (ICRAF)**

**SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS**

International Centre for Research in Agroforestry (ICRAF)  
United Nations Avenue, Gigiri, Nairobi, Kenya  
PO Box 30677-00100, Nairobi, Kenya

Closing on **XX** July 2022, at 1700hours

**www.srmhub.com**

**SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

World Agroforestry (ICRAF) is a centre of science and development excellence that harnesses the benefits of trees for people and the environment.

Leveraging the world's largest repository of agroforestry science and information, we develop knowledge practices, from farmers' fields to the global sphere, to ensure food security and environmental sustainability. Our vision is an equitable world where all people have viable livelihoods supported by healthy and productive landscapes.

ICRAF is in the process of pre-qualifying suppliers and service providers for a two year period.

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.

ICRAF reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**CHIEF EXECUTIVE OFFICER**

## International Centre for Research in Agroforestry (ICRAF)

### SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 ICRAF herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.
- 5 There is a non- refundable access fee of KSh. 2,500 per set category payable via M-PESA Paybill Business Number. 4051221, Use Account Number auto generated in system.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until **27<sup>th</sup> June 2022**. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in ICRAF suppliers list for a two year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.

- 11 ICRAF reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (ICRAF)
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on **21<sup>st</sup> July 2022 at 1700hours.**
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

#### **Registration Levels**

- A. Suppliers pre-qualification in each category of work will either be at level one (1) or level two (2) depending on the company's competence, financial, managerial and technical capacity in that particular category.

The levels applicable are as follows:

##### **Primary (Level 1)**

- a) Low to moderate risk projects or supplies generally routine in nature
- b) Low to medium value contracts up to (but not exceeding) an approximate value of Kshs.2 Million.

##### **Secondary (Level 2)**

- a) High risk projects.
- b) Medium and high value contract above Kshs.2 Million.

#### **SECTION III. EVALUATION CRITERIA**

- 1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact ICRAF or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence ICRAF or SRM in the evaluation shall result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and ICRAF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 ICRAF reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### **b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

### Evaluation Criteria

| NO | Pre-qualification Statutory requirements   | Max Score  |
|----|--|------------|
| 1  | Duly filled Confidential Business Questionnaire (electronic)                                   | Pass/ fail |
| 2  | Self-Declaration form  | Pass/ fail |
| 3  | Certificate of Incorporation/Business Registration   | Pass/ fail |
| 4  | Current Tax Compliance Certificates  | Pass/ fail |
| 5  | PIN/VAT Certificate  | Pass/ fail |
| 6  | Current Trade License / Business Permit  | Pass/ fail |
|    | <b>Experience</b>  |            |
| 7  | <p><b>a) Age of Company</b></p> <p>0 to 2 years – zero marks</p> <p>2 to 5 years – 3 marks</p> | 5          |

|    |   |    |
|----|---|----|
|    | Over 5 years – 5 marks  |    |
| 8  | b) Five Letters of recommendation from current clients (Not older than 2019) – <b>Total 15 Marks</b>  | 15 |
| 9  | c) At least five copies of LPOs or Contracts for the last 3 years . 5 LPOs/Contracts of 3 marks each–<br><b>Total 15 Marks</b>  | 15 |
| 10 | Relevant experience for supplying goods or services to similar organizations. 1 Mark for each   | 5  |
| 11 | Manufacturers or distributors license (If required for your category)   | 5  |
| 12 | Special Licenses if required in your category   | 5  |
| 13 | Evidence of physical address and premises supported by tenancy agreement, lease, title  | 10 |
| 14 | Audited financial statements for the last 2 years (Not older than year 2019)<br><br>Bank statement in place of audited accounts within the last 6 months - 5 marks<br><br>Signed Accounts by auditors– 10 marks , Liquidity – 5 Marks<br><br>Attach letters of reference from the Bankers to support bank relations = 5 marks | 20 |
| 15 | Manpower and staffing<br><br>Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks<br><br>CVs of Key Management and supervisory team – 5CVs 1 marks each  | 10 |
| 16 | Valid Practicing certificates if required in your category  | 5  |

|    |   |            |
|----|---|------------|
| 17 | CR12 or CR 13 or search details from Registrar of companies | 5          |
|    | <b>TOTAL (Weighted to 100%)</b>                             | <b>100</b> |

#### SECTION IV. REGISTRATION CATEGORIES

| REF. NO.         | CATEGORY A: PROVISION OF GOODS  |
|------------------|---|
| ICRAF/1/2023-25  | Supply & Delivery of Laboratory equipment and parts supply & Installation & instrument training.  |
| ICRAF/1A/2023-25 | Supply & Delivery of Laboratory consumables & reagents.   |
| ICRAF/2/2023-25  | Supply & Delivery of Pharmaceuticals, non-pharmaceuticals, and Surgical Drugs and Items.  |
| ICRAF/3/2023-25  | Supply & Delivery of Fuel, Oil and Lubricants   |
| ICRAF/4/2023-25  | Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories. |
| ICRAF/5/2023-25  | Supply, Installation and Service of ICT Audio Visual Equipment and accessories; Projectors, PA Systems, Screens e.t.c                                       |
| ICRAF/6/2023-25  | Supply and delivery of Office Furniture.  |
| ICRAF/7/2023-25  | Supply & Delivery of Motor Vehicles, Motor Cycles & Motor boats   |
| ICRAF/8/2023-25  | Supply of Motor Vehicle& Cycles tyres, tubes, Batteries and accessories.  |
| ICRAF/9/2023-25  | Supply of Air Conditioners, Fans, Refrigerators, Freezers.  |
| ICRAF/10/2023-25 | Supply and delivery of standby generators and water pumps   |
| ICRAF/11/2023-25 | Supply & Delivery of Uniforms and Protective clothing   |
| ICRAF/12/2023-25 | Supply & Delivery of Hardware, Paints, & Electrical materials   |
| ICRAF/13/2023-25 | Supply & Delivery of Office Stationery, Printing, Promotional & Visibility materials  |
| ICRAF/14/2023-25 | Supply of Drinking Mineral water and Water Dispensers   |
| ICRAF/15/2023-25 | Supply of General office equipment, items and supplies.   |

| REF. NO.         | CATEGORY B: DESCRIPTION OF SERVICES  |
|------------------|--|
| ICRAF/16/2023-25 | Provision of Quantity Surveying Services   |
| ICRAF/17/2023-25 | Provision Maintenance, Repairs and Servicing of Laboratory Equipment             |
| ICRAF/18/2023-25 | Provision of Calibration of Laboratory Equipment & Apparatus                     |
| ICRAF/19/2023-25 | Provision of Consultancy Services (Baseline Survey, End of Projects Evaluations) |
| ICRAF/20/2023-25 | Provision of maintenance (garages) services for Motor vehicles,                  |



|                  |  |
|------------------|--|
|                  | Motor Cycles, and motor boats.   |
| ICRAF/21/2023-25 | Provision of Insurance Brokerage and Underwriting Services   |
| ICRAF/22/2023-25 | Provision of Internet/Telecommunication services   |
| ICRAF/23/2023-25 | Provision of Internet Network Structured Cabling Services  |
| ICRAF/24/2023-25 | Provision of Security Services, Security Deterrence Services (Alarm systems, biometric access and Controls)  |
| ICRAF/25/2023-25 | Provision of computer servicing & maintenance  |
| ICRAF/26/2023-25 | Provision and maintenance, servicing and inspection of Fire Fighting control extinguishers   |
| ICRAF/27/2023-25 | Provision of Air Travel and Related agency services (IATA accredited firms only)   |
| ICRAF/28/2023-25 | Provision of Taxi services   |
| ICRAF/29/2023-25 | Provision of Motor Vehicle tracking/ fleet management system   |
| ICRAF/30/2023-25 | Provision of Tax and Audit Services,   |
| ICRAF/31/2023-25 | Provision of Legal Services  |
| ICRAF/32/2023-25 | Provision of Hotel, Conference, Events and Accommodation Facilities and Services/ Catering Services (Nairobi, Kisumu, Kisii, Kiambu, Mombasa, Kilifi, Kwale, Taita Taveta, Homabay, Busia and Migori.) |
| ICRAF/33/2023-25 | Provision of office cleaning services, general cleaning.   |
| ICRAF/34/2023-25 | Provision of web hosting Services/ Provision Software Solutions Development  |
| ICRAF/35/2023-25 | Provision of maintenance and servicing of Electricals, Generators and solar systems  |
| ICRAF/36/2023-25 | Production of Radio, TV Commercials and Documentaries Services.  |
| ICRAF/37/2023-25 | Provision of Design, layout, Publication, Banners, Production and Colour Printing Services   |
| ICRAF/38/2023-25 | Provision Courier Services   |
| ICRAF/39/2023-25 | Provision of sanitary bins services/ Control of pests (termites, bites, rodents and bees)  |
| ICRAF/40/2023-25 | Provision of Car Hire & Lease Services (Mombasa, Nairobi, Kisumu, Kisii and Migori)  |
| ICRAF/41/2023-25 | Minor Works Contractors (Building)- Renovations, refurbishments and repairs.   |